

Information of Sessions Division, Mansa (Punjab),
as per sub-section (1) of Section 4 of the
R.T.I Act 2005

**AUTHORITIES FOR INFORMATION UNDER
RIGHT TO INFORMATION ACT**

Name of Court	Assistant Public Information Officer	Public Information Officer	Appellate Authority
Court of District & Sessions Judge and Additional District & Sessions Judge at Mansa	Sh. Sukhjit Singh Chief Ministerial Officer of the Court of District & Sessions Judge , Mansa	Sh.Naveen Kumar Chief Administrative Officer / Superintendent of the office of District & Sessions Judge	Ms Navjot Kaur District and Sessions Judge Mansa
Court of Civil Judge (Senior Division), Addl. Civil Judge (Senior Division) and Civil Judge (Junior Division) at Mansa	Chief Ministerial Officer of the Court	Mrs Meenakshi Clerk of Court of the Civil Judge (Senior Division), Mansa	Sh Sumit Bhalla Civil Judge (Senior Division), Mansa
Court of Chief Judicial Magistrate, Mansa	Senior Most Ahlmad/Stenographer of the Court	Chief Ministerial Officer of the Court	Sh Atul Kamboj Chief Judicial Magistrate, Mansa
Courts of Addl. Civil Judge (Senior Division) and Civil Judge (Junior Division) at Budhlada	Senior Most Ahlmad/Stenographer of the Court	Chief Ministerial Officer of the Senior most Judicial Officer	Sh.Pankaj Verma, Addl. Civil Judge (Senior Division), Budhlada
Court of Addl. Civil Judge (Senior Division) at Sardulgarh	Senior Most Ahlmad/Stenographer of the Court	Chief Ministerial Officer of the Court	Sh Anoop Singh, Addl. Civil Judge (Senior Division), Sardulgarh

Chief Ministerial Officer means “the Senior most official out of cadre of Reader/Judgment Writer/Stenographer as case may be” of the court

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Particulars of Organization, Functions and Duties

The Sessions Division Mansa consists of three Sub-Divisions namely:-
Mansa, Budhlada and Sardulgarh.

At Present the Judicial Courts functioning in these Sub-Divisions are:-

MANSA:-

1. District and Sessions Judge
2. Three Additional District and Sessions Judges
3. Civil Judge (Senior Division)
4. Chief Judicial Magistrate
5. Additional Civil Judge Senior Division –cum-Judicial Magistrate 1st Class.
6. Civil Judge (Junior Division).
7. Family Court

BUDHLADA:-

1. Additional Civil Judge (Senior Division)-cum- Sub Divisional Judicial Magistrate.
2. Civil Judges (Junior Division)-cum- Judicial Magistrate Ist Class.
3. Camp Court.

SARDULGARH:-

1. Additional Civil Judge (Senior Division)-cum- Sub Divisional Judicial Magistrate.
2. Civil Judge Junior Division-cum-Judicial Magistrate 1st Class.
3. Camp Court.

MANUAL - 2

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULES 4 (1) B (IV) OF THE RIGHT TO INFORMATION ACT, 2005.

POWERS AND DUTIES AND OFFICERS AND EMPLOYEES

NAME OF OFFICE: - DISTRICT AND SESSIONS COURT, SESSIONS DIVISION, MANSA

District & Sessions Judge:

The District & Sessions Judge is Head of the Office. He has powers / duties as District Judge in Civil Matters and as Sessions Judge in Criminal Matters. He can transfer any civil case from any Court to another Court having competent jurisdiction in the District. As Sessions Judge in criminal cases, he can transfer any criminal case (other than 302 IPC in which charge has been framed) from, one Court to another Court having competent jurisdiction in the District, in the interest of administration of justice. He has also power of entrustment of newly instituted cases to the Addl. District & Sessions Judges of this Sessions Division according to their respective competency. He supervises the judicial work in the District. Monthly meetings of Judicial Officers are convened by the District and Sessions Judge. On administration side all the class III & IV employees are under his control in the District. He is competent to issue the posting orders, transfer orders, dismissal orders, termination and suspension orders to the Class-III and IV employees in the District. He is also Drawing and Disbursing Officer. He is Chairman of different Committees such as District Legal Services Committee, District Litigation & Criminal Supervisory Committee. He is member of the House Allotment Committee. He makes annual inspection of Judicial Courts in the District and quarterly inspection of his own court.

Additional District and Sessions Judge :

In the absence of District and Sessions Judge, first Additional District & Sessions Judge look after the urgent work of Judicial side, except entrustment of new cases. The Court of Additional District & Sessions Judge having powers to deal with the cases of NDPS act, Wakf Board cases, cases under PC Act (being Special Judge), SC/ST Act etc. He makes quarterly inspection of his own court. To distribute the Judicial Work, District & Sessions Judge can allot any judicial work to him in which he is competent to try the cases. He can sanction up to four days casual leave to the officials working in his Court.

Civil Judge (Senior Division):

He has powers/duties as Civil Judge (Senior Division) in Civil Matters and as Addl. Chief Judicial Magistrate in Criminal Matters. All the new cases presented in the court of Civil Judge (Senior Division) are entrusted by the Civil Judge (Senior Division) to the Civil Judges posted at local head quarter. He is also a drawing and disbursing officer of Subordinate Court. He is incharge of C.O.C. Branch, Nazir Branch, Copying Branch, Process Serving Agency and Judicial Record Room. He makes quarterly inspection of his own court. He can sanction casual leave up to four days to the officials working under his control.

Chief Judicial Magistrate:

He has powers/duties as Chief Judicial Magistrate in Criminal matters and as Addl. Civil Judge (Senior Division) in Civil matters. He has the power to allocate the Police Stations of Mansa District to the Judicial Officers posted in Mansa Sessions Division with the consultation of District & Sessions Judge. Judicial Malkhana is working under his control. All the fines imposed upon the litigants in Criminal cases by all the Judicial Courts of Subordinate Courts are collected by the Fine Moharir working under his control. He is Drawing and Disbursing Officer under the Head 08- Criminal Courts Road and Diet Money. He makes quarterly inspection of his own court. He can sanction upto four days casual leave to the officials working in his Court.

Addl. Civil Judge (Senior Division):

He has powers/duties as Addl. Civil Judge (Sr. Division) in Civil matters and Judicial Magistrate Ist Class in criminal cases. He makes quarterly inspection of his own court. He can sanction up to four days casual leave to the employees working in his Court.

Civil Judge (Junior Division):

He has powers/duties as Civil Judge (Junior Division) in Civil matters and Judicial Magistrate Ist Class in criminal cases. He makes quarterly inspection of his own court. The Civil Judge (Junior Division), with less than 5 years experience, have pecuniary jurisdiction in the civil cases up to the value up to Rs 10 lac.

Secretary, District Legal Services Authority, Mansa

Secretary, District Legal Services Authority looks after the matters related to Legal Services which includes Legal awareness amongst Public / Educational Institutes / Villages by conducting Seminars, Lectures and distributing the printed martial on the subject. Provides

Free Legal Aid to deserving litigant public. The Legal Awareness and schemes available under the legal services is brought to the notice of every citizen. Manages various legal clinics in villages and Jail with the help of Penal Lawyers and Para Legal Volunteers.

Superintendent/ Chief Administrative Officer

1. Supervisory Control over the staff of Sessions Division.
2. Attestation of certified copies.
3. Deals with office correspondence.
4. To maintain attendance register of staff.
5. Supervision of Record Room.
6. To scrutinize all kind of statements and property returns of officers before sending to the Hon'ble High Court.
7. He is the Public Information Officer of the Office/Court of District & Sessions Judge, Mansa under RTI Act

English Clerk

English Clerk is the incharge of English Branch of the District & Sessions Judge, Mansa. All the matters relating to establishment i.e. Receipt, dispatch, pay bills, medical bills, T.A. Bills, LTC bills, Annual Grade increment, Proficiency Step up, Oath Commissioner, Notary Public, Audit matters, Construction matters, GPF/GIS work, complaints, enquiry matters and other policy matters are dealt by him to be put up before the District & Sessions Judge for approval and for entrustment to the dealing officials. Prepare all office notes and letters as per requirement.

Additional English Clerk:

Additional English Clerk deals with financial matters of the establishment of Sessions Court. Prepare office notes regarding Annual Increments, Proficiency step ups, TA Bills, LTC Bills and Medical reimbursement bills of the officials and put up for approval before the District & Sessions Judge, Mansa.

Library Assistant:

He is the incharge of Central Library in the District & Sessions Court and maintains the law books which are lying in the Central Library. He issues the law books which are required in

the functioning of courts as and when demanded by the Judicial Officer. He is also examiner of the translation work of all the courts of District & Sessions Judge as well as Addl. District & Sessions Judges.

Clerk of Court

Clerk of Court works under the control of Civil Judge (Sr. Division), Mansa and look after

the work of Establishment branch of the Civil Judge (Sr. Division), Mansa. He/She receives the Civil Suits sent by the Centralized Filing Branch and put up the same before the Civil Judge (Sr. Davison), Mansa, for entrustment to Civil Judges posted at Mansa. He/She also supervise the preparation of Pay Bills, TA bills, Medical Bills, LTC bills of the establishment under the control of Civil Judge (Sr. Division) and also deals the correspondence. He/She also attests the copies prepared by the Copyists of Copying branch. He/She maintains the service books of all Class-III and IV employees under the control of Civil Judge (Sr. Division), Mansa He/She also consolidate the Civil statements received from the different courts and also Annual Statements and quarterly statement. He/She is also Public Information Officer of the Office/Court of Civil Judge (Senior Division), Mansa under the Right of Information Act.

Reader

1. Updating Court Cases in CIS Software on daily basis
2. Preparation of daily cause list in CIS.
3. Maintenance of Peshi Register in CIS
4. Preparation of decree sheets.
5. Examination of plaints and petitions etc. and to check that the proper court fee has been affixed and to cancel the court fee stamps.
6. Recording of evidence on dictation of the Presiding Officer.
7. To maintain attendance register of the staff and their casual leave account
8. To prepare the periodical statements.
9. To maintain disposal of cases register.
10. To receive fine imposed by the Court and issue receipt to the depositor and deposit the same in Treasury not later than next working day and to maintain Fine Register accordingly.
11. To maintain the Library of the Court.
12. Reader of District & Sessions Court is APIO and of other courts are PIO under RTI Act
13. To maintain various Registers as per High Court Rules & Orders

Stenographers

Stenographer Grade II & III take down evidence in English on Typewriter/ Computer on the dictation of Presiding Officer of the Court. Stenographer Grade I & II take dictation in decided cases and transcribe the same. Stenographers have to convert daily orders and judgments into PDF format and up load the same on CIS software and website of the Sessions Court.

Ahlmads:

1. To maintain all the relevant registers properly as required by rules.
2. Registration of newly instituted cases in CIS as well as in Registers and to index the same.
3. To issue the processes in the judicial files as ordered by the court.
4. To maintain all case files as per daily proceedings and to keep the record intact.
5. To attach the summons in the judicial files issued in compliance of orders and to make reports on the order sheets of the concerned files regarding service of the processes
6. To make necessary entries of decision against decided cases in relevant registers as well as in CIS
7. Index all decided cases and to consign the same in the Record Room and to make entries of Goshwara numbers in relevant Registers.
8. To prepare periodical Statements as desired by the District & Sessions Judge, the Hon'ble High Court and other authorities.

Civil Nazir:

1. To arrange for the distribution of processes amongst the process servers and Bailiffs and the transmission to the agencies located at Tehsil Headquarters and ensure their timely distribution and execution / service of processes.

To see that the prescribed accounts are properly maintained by the staff working under his immediate control

To prepare correspondence regarding payment of diet money of witnesses and other related matters.

3. To maintain Civil Deposit Register of the Branch.

Naib Nazir:

1. To have proper control over the process servers
2. To entrust the processes to the Process-Servers and to ensure the service of processes and their return to the Court well within time.
3. To ensure that the processes received from Hon'ble High Court and Supreme court are served positively and returned well within time to the concerned quarter on priority basis.
4. Maintenance of proper accounts in the courts under the rules.
5. Proper maintenance of the stores of the courts.
6. To maintain registers regarding deposits and disbursement of diet money of witnesses in civil and criminal complaint cases.

Nazir of District and Sessions Courts to maintain registers and record regarding receipt and disbursement of compensation in MACT and Land Acquisition cases. Maintains cash book, contingent registers and stores

GPF Clerk:

To maintain G.I.S. & G.P.F. accounts of the staff properly and to send them the statements every year regularly.

Copyist:

To maintain the required registers regularly and properly and to prepare and deliver the certified copies in accordance with the relevant rules and procedures prescribed under High Court Rules and Orders.

Malkhana Nazir:

The main duty and function of the Malkhana Nazir is to receive the case property of pending and decided cases and maintain the same in the Malkhana.

Fine Moharir:

He receives the fine as imposed by the Judicial Magistrates at Headquarter and also maintains the Fine Cash Book. He deposit the fine amount in the Bank on the very next day

Record Keeper:

Record Keeper is the incharge of Record Room. He receives the decided files from the Ahlmads of Courts and place these into the relevant Basta after making necessary entries in the registers. He issue Goshwara numbers of decided consigned files to the concerned courts. He sends the files to the Higher Courts/Other Courts in which record is requisitioned. He also sends the files to the Copying Agency for the preparation of copies. He maintains the CD 8 register and other Register including document return register of decided files.

MANUAL - 3

Publication of information regarding items specified in Rules4 (1)b(IV) of the Right of Information Act 2005

The Rules Regulation Instructions, manuals and records held by it or under control or used by the employees for discharging functions

Name of office: - District and Sessions Judge, Mansa

The procedure followed in the decision making process, including channels of Supervision and accountability.

1. The Officers follow the procedure as laid down in the laws and manuals and directions issued by the Hon'ble High Court.

2. The employees working in the various courts and sections follow the procedures laid down in the manuals and directions of the Judicial officers.
3. The District & Sessions Judge, Mansa, supervise the work of the organization and exercises control over it.
4. The subordinate authorities submits various types of returns and information to the Head of the Organization for onwards transmission to the Hon'ble High Court monthly, quarterly, half-yearly, yearly and whenever called for.
5. The Civil Suits initially/ firstly presented before the Civil Judge (Senior Division) and after its registration the suits are being allotted amongst the other Civil Judges by rotation except special jurisdiction.
6. The Criminal cases initially filed by the concerned Police Authorities before the Court of Chief Judicial Magistrate and after its registration the cases are made over to the another Judicial Magistrate/ s for disposal according to law, except the cases triable under section 409 of I.P.C.
7. The cases exclusively tri-able by the Court of Sessions are being committed to the Court of Sessions by the concerned Judicial Magistrate for trial according to law.

MANUAL – 4

Publication of information regarding items specified in Rules4 (1)b(IV) of the Right of Information Act 2005

The Rules Regulation Instructions, manuals and records held by it or under control or used by the employees for discharging functions

S.no	Name of Branch	Name of acts,manuals,rules and instructions	Any other record/Document
1	English Office/GPF Branch	High Court rules and orders volume 1 to 6 .Punjab Civil servicesrules, Volume 1 part1, Volume2 &3 Punishment and Appeal Rules. Punjab Financial Rules Volume1 &2 Budget	Office files relating to Different matters which are dealt by the English Office Pay bill files and other account matters files dealt by the English Office

		Manual. Instructions issued by the Hon'ble Supreme Court of India and Punjab & Haryana High Court, Chandigarh from time to time. Instructions issued by the Government of Punjab from time to time	
2	Civil Nazir/ Nazir Branch	Punjab Financial Rules volume 1& 2 High Court Rules and Orders Vol.I, II & IV. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	Cash Book, Sheriff Account Register, Summons Register and other registers Relating to Nazir Branch
3	Copying Agency	Rules and Orders Punjab & Haryana High Court, Vol. IV, Chapter 17 Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time.	
4	Record Room	High Court Rules and Order Volume-IV, Chapter-16. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time	CD 8 Register, Document Return Register and other Registers relating to Record Room.
5	Library	High Court Rules and Orders Volume IV, Chapter-18. Instructions issued by the Hon'ble Punjab and Haryana High Court and Government of Punjab from time to time	Library Registers
6	Malkhana Branch	High Court Rules and Orders, Volume-I to VI. Instructions issued by the Hon'ble Punjab	Malkhana Registers

		and Haryana High Court and Government of Punjab from time to time	
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Publication of information regarding items specified in Rules4 (1)b(IV) of the Right of Information Act 2005

The below listed rules, regulations, instructions, manuals, records are hold by the organization or are being used for its control or discharging its functions by the employees:-

1. The Civil Manual, 1986.
2. The Criminal Manual, 1980.
3. The Code of Civil Procedure, 1908.
4. The Code of Criminal Procedure, 1973.
5. The Punjab Civil Services Rules.
6. The Punjab Budget Manual,

7. The Punjab Financial Rules,
8. The Punjab Treasury Rules
9. High Court Rules & Regulations Vol. I, to VI
10. The various Government Resolutions, Circulars Gazettes etc. issued by the Government of Punjab and the Resolutions, Circulars and Notifications issued by the Hon'ble High Court, from time to time.

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Publication of information regarding items specified in rules 4(1) b(vi) of Right to information Act, 2005.

Statement of the Categories of documents that are hold or under Control Name of Office: District & Sessions Judge, Mansa.

S.no	Branch	Category of Documents
1	Courts	Peshi Register, Fine Register, Bail Register, Library Register, Disposal Register, Stock Register, Sapurdari Register and other registers, Civil Suit Register, HM Act cases Register, Misc. Cases Register, Execution Register, Rent cases Register, Pauper application Register, Guardian and Succession Act Cases in Civil Matters and in criminal matter she maintain the IPC Register, Cr.P.C Cases Register Act cases Register, FIR Register, Cancellation Report Register, Summary Register, Affidavit Attestation Register. File Inspection Register and register regarding Direction Cases, Register regarding delivery of copies of free of costs and Daily Cause List
2	English Office/GPF Branch/COC/Statement Branch	Diary Register, Despatch Register, Other related registers and files of instructions issued by the Hon'ble Punjab and Haryana High Court, Chandigarh and Government of Punjab from time to time Direction Cases Register, T.A. Bill, Medical bills, pay bills, LTC bills files, budget files, token register, Service Books, files regarding Lok Adalats etc and old Civil and Criminal monthly, quarterly, half yearly and annual statements, GIS matter & complaints.
3	Civil Nazir/Nazir Branch	Cash Book, Bill Register, Refund Vouchers, Cheque Books, Security deposited by the employees, Minor shares in the shape of FDRs, Stationery Register, Stock Register, Contingent register
4	Copying Agency	CD Registers (Copying Documents) 1 to 12 and other files relating to Copying Agency.

5	Record Room	Judicial Files of decided cases consigned by the different courts from time to time and Record Keeper Registers maintain by him.
6	Library	1. All the law books purchased from time to time. 2. To deal with the matters of Mediation and Conciliation
7	Malkhana Branch/Fine Moharir	Case property of decided cases, Re-arrest case files, Criminal Statement Files, Fine Cash Book and other register Regarding Malkhana

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The particulars of any arrangement that exists.

For consultation with, or representation by the members of public in relation to the formulation of its policy or implementation thereof.

S.no	Name of Courts	Asistant Public Information Officer	Public Information Officer	Appellate Authority
1	Court of the District & Session Judge and Courts of Additional District Sessions Judges at District Headquarter.	Reader attached to this court.	Superintendent, of this office	The District & Sessions Judge Mansa.
2	Court of Civil Judge (Senior Division) and all the courts of the Civil judge (Jr Div.) at Mansa	Reader/ Chief Ministerial Officer of the Court.	Clerk of Court, Attached to the court of the Civil Judge (S.D.), Mansa	The Civil Judge(Sr.Divn.), Mansa.
3	Court of the Chief Judicial Magistrate,	Reader/ Chief Ministerial Officer of the Court.	Chief Ministerial Officer of the Court.	The Chief Judicial Magistrate Mansa.
4	Court of the Additional Civil Judge(Sr.Divn.) and the Court of Civil Judge Junior Division Budhlada	Sr. Most Ahlmads/ Stenographer, attached to the court of Addl Civil Judge(Senior Division) Budhlada	Chief Ministerial Officer of the Senior most Judicial Officer	The Addl.Civil Judge (Sr.Divn), Budhlada
5	Court of the Additional Civil Judge(Sr.Divn.) Sardulgarh.	Sr. Most Ahlmads/ Stenographer, attached to the court of Addl Civil Judge(Senior Division) Sardulgah	Chief Ministerial Officer of the Senior most Judicial Officer	The Addl.Civil Judge (Sr.Divn), Sardulgarh
6	Legal Aid Authority	Clerk attached to the office of Additional District Attorney(Legal)	Additional District Attorney(Legal)	

Chief Ministerial Officer means the senior most official out of cadre of readers / judgment writers / stenographers as the case may be of the court presided over by the Senior most Judicial Officer at the station having more than one court other than the District Headquarters and the Chief Ministerial Officer of the court where there is only one court at a station.

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A Statements of Boards, councils, committees etc.

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.

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LIST OF JUDICIAL OFFICERS POSTED AT SESSIONS DIVISION MANSA

S.no	Name of Judicial Officers	Designation	Email ID	Location of Court Room
1	Ms Navjot Kaur	District & Sessions Judge	navjotsohal2468@gmail.com	Ground Floor
2	Ms Manjot Kaur	Addl District and Sessions Judge	Manjot.kaur@aij.gov.in	Second Floor
3	Sh Mandip Singh Dhillon	Addl District and Sessions Judge	mdsdhillonadj@gmail.com	First Floor
4	Sh Sumit Bhalla	Civil Judge(SD)	bhalla.sumit@aij.gov.in	First Floor
5	Sh Atul Kamboj	Chief Judicial Magistrate	kamboj.atul@aij.gov.in	Ground Floor
6	Sh Harpreet Singh	Addl Civil Judge(SD)	harpreet.singh1968@aij.gov.in	Second Floor
7	Ms Daljeet Kaur	Civil judge Junior Division	daljeet.kaur78@aij.gov.in	Second Floor

AT SUB DIVISION SARDULGARH

S.no	Name of Judicial Officer	Designation	Email ID	Location of Court Room
1	Sh Anoop Singh	Addl Civil Judge(SD)	anoopcja@gmail.com	Ground Floor
2	Dr. Gurdarshan Singh	Civil judge Junior Division	gurdarshan28dec@gmail.com	First Floor

AT SUB DIVISION BUDHLADA

S.no	Name of Judicial Officer	Designation	Email ID	Location of Court Room
1	Sh Pankaj Verma	Addl Civil Judge(SD)	pankajverma@aj.gov.in	Ground Floor
2	Sh Amarjeet Singh	Civil judge Junior Division	Amar.chd24@yahoo.com	First Floor

OTHER COURT MANSA

S.no	Name of Judicial Officer	Designation	Email ID	Location of Court Room
1	Ms Shilpa	Secretary, District Legal Service Authority	Shilpa.chopra@aj.gov.in	Ground Floor